Section 6.2 FUNCTIONS MENU
Data Collection - Selection Tab
Employee Data Collection - Selection Tab

Purpose	This section provides the procedures for **Timekeepers** to select the TKU(s) to enter time information by using the <u>Data Collection</u> window and **Employees** to enter their own time by using the <u>Employee Data Collection</u> window.
Tabs	Selection
Reminders	**1.** The Selection tab is accessed through the F<u>u</u>nctions, Da<u>t</u>a Collection or <u>E</u>mployee Data Collection items from the menu bar.

2. If an employee had changes entered for their Position Number, TKU, Status, Bargaining Unit, Voluntary Plan, FLSA Expiration and **Position Level does not change** in the pay period for time being entered, the employee is highlighted in red in the Selection List window.

3. The Selection tab contains a Selection Criteria window and a Selection List window.

Timekeeper - Data Collection Window

Timekeepers enter the applicable selection criteria in the Selection Criteria window to select specific employees. The Selection List window displays data that matches the selection criteria. The minimum criteria required is department, agency, Timekeeping Unit (TKU) and pay period end date. Once the Selection List is established and an employee(s) has been highlighted, other tabs can be accessed.

While a user can call up information by entering only the required fields, the system works more efficiently if more selection data is entered. The response time will be faster when more criteria is entered about the employee(s) to be displayed.

Continued

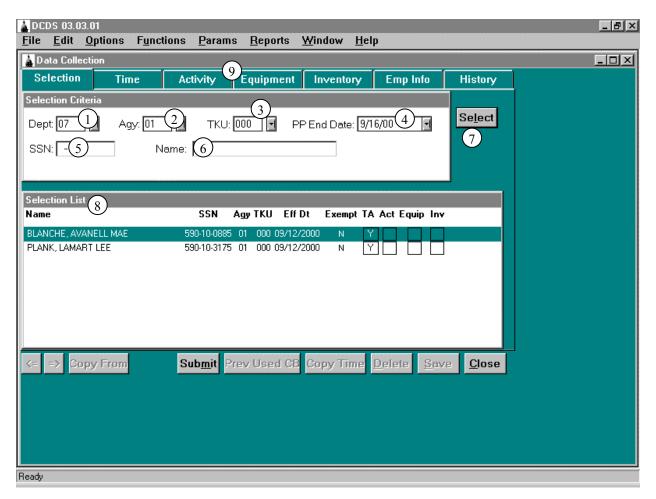## Data Collection & Employee Data Collection - Selection Tab

Reminders *(Continued)*	**Employee - Employee Data Collection Window** The Employee's selection criteria is pre-filled with the employee's department, agency, and TKU. Also displayed is the employee's Social Security Number and the current pay period end date. The employee has the option of selecting the current pay period or future pay periods. Once the Select button is clicked, the employees' selection criteria is displayed in the Selection List window, and the other tabs can then be accessed. If the employee held two positions for the pay period or is a multiple position employee and is submitting total time for the pay period, time will need to be entered for each position. A pop-up window is displayed to allow the employee to select the appropriate position to enter time.
References	*No Specific References*

Data Collection Window
Timekeeper - Selection Tab

The following window is displayed when Functions, Data Collection is selected from the Menu bar. The steps are described on the following pages.

Data Collection Window
DCDS Input Procedures - Timekeeper -Selection Tab (Selection Criteria)

Follow the steps below to select employees to enter time information.

Step	Field Name	Action
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. **Note:** When a department has been selected, all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. **Note:** When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU*	Select the Timekeeping Unit (TKU) number from the dropdown list or enter the TKU number. **Note:** If the user is only authorized to enter time for one TKU, that TKU number will automatically display.
4	PP End Date*	The last day of the current pay period will automatically display. If entering time for the next pay period, select or enter the next pay period end date for which time will be entered. **Note:** The next pay period will not display until the last day for time and attendance processing. (Typically day 4 - 1st Thursday of the new pay period).
5	SSN	If entering or updating time for a single employee, enter the employee's Social Security Number.

*indicates a required field that must be entered

Data Collection Window
Timekeeper -Selection Tab (Selection Criteria)

Step	Field Name	Action
6	Last Name	If entering or updating time for a single employee and the SSN is unknown, enter the last name or partial name of the employee.
7	Select button	Click on the Select button located at the top of the window (or press Alt + L). Employee information appears in the Selection List window based on the selection criteria. Employee names will appear in alphabetical order.
8	Selection List window	Highlight the employees from the selection list for which time is to be entered or updated.
9	Tab	Click on the appropriate tab (Time, Activity, or Equipment) to enter data collection information.

Data Collection Window
Timekeeper - Selection Tab (Selection List)

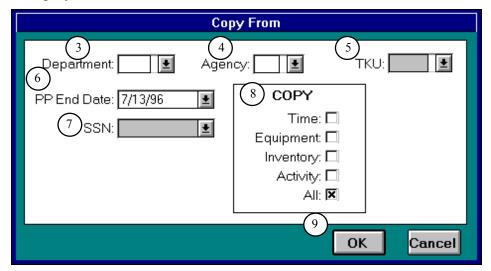The following information is displayed:

Field Name	Description
Name	The employee name. Note: If employee is highlighted in red, a Personnel action has been performed in the pay period time is being entered.
SSN	The employee's Social Security Number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Eff Dt	The appointment date or the start date for an employee or non-employee's appointment.
Exempt	Displays the Fair Labor Standards Act code which indicates an employee's overtime pay eligibility. One of the following displays: ■ **Y** - Not Eligible ■ **N** - Eligible **Note:** A **Y*** indicates eligibility on an exception basis.
Status Fields (TA, Act, Equip)	Displays the following for each category (Time and Attendance, Activity, and/or Equipment) of time for the selected pay period: ■ **A** - If time has been approved. ■ **Y** - If time has been entered and Saved. ■ **S** - If time has been submitted. Blank Field - Indicates no action has been taken.

Timekeeper - Selection Tab
Copy From Functionality

The Copy From button may be selected on the Selection tab to copy data collection information (time, activity, and/or equipment data) from another employee in the selection list or pay period to the current employee.

Follow the steps below to copy time information:

Step	Field Name	Action
1	Selection List window	Highlight the employee in the Selection List window for which time is being *copied to*.
2	Copy From button	Click on the Copy From button.
3	Dept*	Enter the employee's department number for which time is being *copied from*. The employee must have time information saved, submitted, or approved (Y, S, or A displayed in the TA Status field) and must display in the Selection List window.
4	Agy*	Enter the employee's agency number for which time is being *copied from*.
5	TKU*	Enter the employee's TKU number for which time is being *copied from*.

*indicates a required field that must be entered

Copy From Button

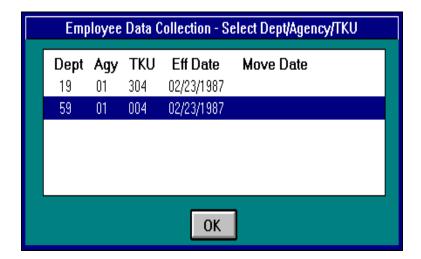| Step	Field Name	Action
6	PP End Date*	The pay period entered in the selection criteria automatically displays. If pay period is different, enter or select the pay period end date.
7	SSN*	The dropdown list from the SSN field displays the employee's SSN, employee name, effective date, and status fields for TA, Activity, and Equipment. Select the employee for which time is being ***copied from.***
8	Copy	Click on the appropriate category from which the information will be copied (Time, Activity, Equipment, or All). If a specific category is not selected, an "X" will appear in the Time category field.
9	OK button	Click the OK button or click the cancel button to cancel the function and remove the window.

*indicates a required field that must be entered

Employee Data Collection Window
Employee - Selection Tab

When an employee has multiple positions or transfers, a pop-up window displays allowing them to select the correct position to report time. The pop-up window displays only for employees that have more than one position for the <u>pay period</u>. If an employee has been transferred in the middle of the pay period, time must be entered for both the positions. Once time information is entered for the first position, close out of the Employee Data Collection screen. Select the F<u>u</u>nctions, E<u>m</u>ployee Data Collection menu items again and select the second position for which to enter time. Click on the appropriate row, and click the OK button.
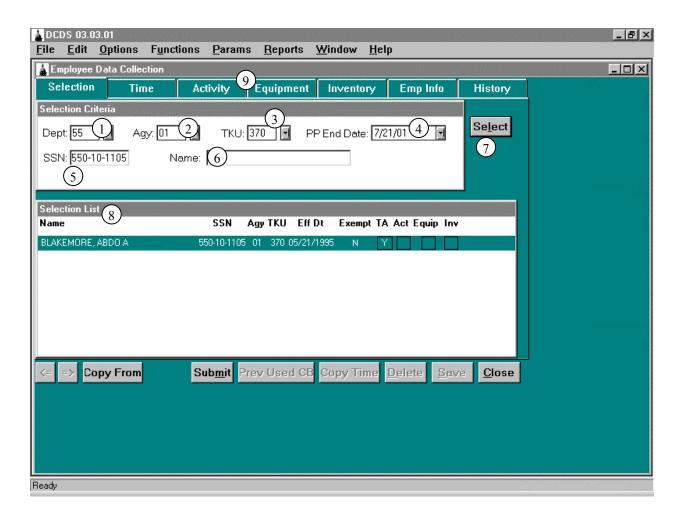
Employee Data Collection Window
Employee - Selection Tab (Selection Criteria)

The following window is displayed when the Function, Employee Data Collection menu items are selected. The steps are described on the following page.

Employee Data Collection Window
DCDS Input Procedures - Selection Tab (Selection Criteria)

The following Selection Criteria information automatically displays for the employee.

Step	Field Name	Action
1	Dept*	The employee's department number.
2	Agy*	The employee's agency number.
3	TKU*	The employee's Timekeeping Unit (TKU) number.
4	PP End Date*	The current pay period end date.
5	SSN	The employee's Social Security Number.
6	Last Name	The employee's last name.
7	Select button	Click on the Select button to display the employee information in the Selection List window.
8	Selection List window	The employee's name displays highlighted.
9	Tab	Click on the appropriate tab to enter data collection information (i.e., Time, Activity, or Equipment).

*indicates a required field that must be entered

Employee Data Collection Window
Employee - Selection Tab (Selection List)

The following information is displayed:

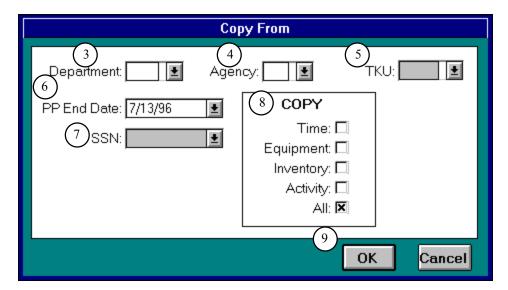| Field Name	Description
Name	The employee's name. Note: If employee is highlighted in red, a Personnel action has been performed in the pay period time is being entered.
SSN	The employee's Social Security Number.
Agy	The employee's agency number.
TKU	The employee's Timekeeping Unit (TKU) number.
Eff Dt	The appointment date or the start date of an employee's or non-employee's appointment.
Exempt	Displays the Fair Labor Standards Act code which indicates an employee's overtime pay eligibility. One of the following displays: ■ **Y** - Not Eligible ■ **N** - Eligible **Note:** A **Y*** indicates eligibility on an exception basis.

Employee - Selection Tab
Copy From Functionality

The Copy From button may be selected on the Selection tab to copy data collection information (time, activity, and/or equipment data) from a previous pay period to the current pay period.

Follow the steps below to copy time information:

Step	Field Name	Action
1	Selection List window	If the employee held two positions for the pay period or is a multiple employee, highlight the position in which the information is to be copied.
2	Copy From button	Click on the Copy From button.
3	Dept	The employee's department number displays.
4	Agy	The employee's agency number displays.
5	TKU	The employee's Timekeeping Unit (TKU) number displays.

State of Michigan

Copy From Button

Step	Field Name	Action
6	PP End Date	The pay period entered in the selection criteria automatically displays. If pay period is different, enter or select the pay period end date.
7	SSN	The dropdown list from the SSN field displays the employee's SSN, employee name, effective date, and status fields for TA, Activity, and Equipment.
8	Copy	Click on appropriate category from which the information will be copied (Time, Activity, Equipment, or All).
9	OK button	Click the OK button or click the cancel button to cancel the function and remove the window.